POSITION DESCRIPTION

CLASS TITLE: **Assistant Manager, Aquatics**

Grade Number: Part-time ($8.50-$9.50 hr)
Department: Community Development
Division: Parks and Recreation
Date: March 2009

GENERAL PURPOSE
The Assistant Manager works in cooperation with the Aquatics Manager to oversee the overall operation, staffing and scheduling of programs and activities of   both City aquatic facilities, as well as maintaining current status with all the latest certifications and training information.   Will assume full management responsibilities in the absence of the Manager.

SUPERVISION RECEIVED

Works under general supervision of the Aquatics Manager..

SUPERVISION EXERCISED

Will supervise subordinate employees, volunteers and contract instructors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Schedule and organize Red Cross Learn to Swim program, hire, train and schedule aquatic staff, ie;   lifeguards, locker attendants, WSI's and cashiers.

Communicate effectively between the Aquatics Manager, recreation staff, employees, volunteers and the general public.

Make daily weekly visits to each site and monitor all operations.

Supervise the distribution, care, use, and maintenance of all supplies and equipment.

Work with on site staff to establish consistent rules, discipline procedures, and organization of timely reports and records.

Inform the Recreation Management Staff of situations and/or problems they are unable to handle, and to help resolve them.

Assist Aquatics Manager in   the overall program planning and implementation of a broad based and comprehensive Aquatics Leisure and Training Program.

Assist in the development and implementation of training and orientation sessions of other Aquatics Staff.   Continue development of leadership skill throughout the program.
Complete all necessary reporting and record keeping necessary to facilitate operation and completion of individual programs.   RE: record staff hours, lesson registrations, assignments, completion of all Red Cross reporting forms, and recording of all types of daily, pass and lesson registration receipts, as well as pool reservations, purchasing, accident and incident reports.

Promotes interest and provides information regarding aquatic programs to schools, other recreation officials, community service groups, other departments and the general public, in addition to the planning and implementation of aquatic special events.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

      (A)   Graduation from High School or GED equivalent (18 years of age minimum)

      (B)   1 to 3 years experience working with Aquatic Programs.

      (C)   Certifications in Lifeguard Training, WSI, First Aid & CPR, AED, (WSIT/LGIT) certifications preferred)

Necessary Knowledge, Skills and Abilities:

      (A)   Considerable knowledge of aquatic management philosophy, planning and administration; Considerable knowledge of the equipment , facilities, operations and techniques used in a comprehensive community aquatics program.

      (B)   Skill in operation of listed tools and equipment; Skill in First Aid and CPR.

      (C)   Ability to develop, coordinate, and direct varied activities involved in a community aquatics program; ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; ability to communicate effectively orally and in writing; ability to plan and supervise the work of paid staff and volunteers.

SPECIAL REQUIREMENTS

Valid Arizona State Driver's License or ability to obtain one.   LGT, WSI, AED and First Aid and CPR certifications, TDC and (WSIT/LGIT preferred)

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and data base software; calculator; copy and fax machines; phone; ***automobile**; various aquatic rescue and training equipment used in aquatic programs.

*Employees must be at least 18 years of age to operate a City vehicle or transport participants within a City vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.   Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear.   The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.   The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds.   Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in and around an aquatic environment.   Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.   The employee is occasionally exposed to wet and/or humid conditions, wind, toxic or caustic chemicals and chlorinated pool water.

The noise level in the work environment is usually quiet while in the office or moderately loud when in the outside pool setting.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed.   The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.